

OFFICE OF THE DHARMADA GRAM PANCHAYAT

Nakashipara Development Block

Vill-Dharmada, P.O-Dharmada, P.S-Nakashipara, Dist-Nadia, Pin-741138

Email Id: dharmadagp@gmail.com

Memo No: 135/DP/2025

Date: 07/03/2025

NOTICE INVITING e-TENDER

Notice of inviting e-Tender no. 13/2024-25 of Dharmada Gram Panchayat under the district from the bonafied contractors having the credential as mentioned in clause 6c for the following works of the under-mention institution. The details of the Plan & Estimate are attached herewith, and the other testimonials of the work will be available at the office of the PRADHAN DHARMADA GRAM PANCHAYAT during office hours. Bidders are requested to quote the total amount of the Tender including all taxes and other incidental charges for the following work detailed in the table below.

The bonafied contractor should submit required credential only, otherwise tender paper will be rejected.

SI No.	Description of the work and (Activity Id)	Source of Fund	The estimated amount of work (Rs.)	Tender Put Amount (In Rupees)	Earnest Money to be deposited (Rs.) (2% of Tender Value)	Cost of Tender Paper	Time allowed for completion of work
1	Construction of cement concrete road from house of Billal Molla to house of Badshahi Molla at Tentulberia under Dharmada G.P (40220918)	5th State Finance Commission(Untied Fund)	200000	110000	2200.00	300	15
2	Construction of cement concrete road from house of Anchhar Sekh to house of Manchhur Sekh at Kinupota under Dharmada G.P (40220960)	5th State Finance Commission(Untied Fund)	200000	110000	2200.00	300	15
3	Construction of cement concrete road from house of Badal Sk to house of Fakir Mondal at Adompota under Dharmada G.P (40221020)	5th State Finance Commission(Untied Fund)	200000	110000	2200.00	300	15
4	Construction of cement concrete road from Black Top Road from house of Ashakul Mondal at Dharmada under Dharmada G.P (40221102)	5th State Finance Commission(Untied Fund)	200000	120000	2400.00	300	15
5	Construction of Rest Shade near Kalitala Daspara under Dharmada Gp (40266624)	5th State Finance Commission(Untied Fund)	150000	150000	3000.00	300	15
6	Construction of mini high mash light (Electric) near the house of Mepe Sk at Tentulberia under Dharmada G.P (40220945)	5th State Finance Commission(Untied Fund)	160000	150000	3000.00	300	15
7	Construction of mini high mash light (Electric) near Kinupota Daspara at Dharmada G.P (40220981)	5th State Finance Commission(Untied Fund)	160000	150000	3000.00	300	15

The Date and Time Schedule for the tender process are as below:

SI No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other documents (online) (Publishing Date)	07/03/2025 (4:00 PM)
2	Documents download start date (online)	07/03/2025 (5:00 PM)
3	Bid submission start date (online)	07/03/2025 (6:00 PM)
4	Documents download end date (online)	17/03/2025 (10:00 AM)
5	Bid Submission closing (online)	17/03/2025 (10:00 AM)
6	Bid opening date for Technical Proposals (Online) and physical verification	19/03/2025 (11:00 AM)
7	Date for opening of Financial Proposal (online)	TO BE INFORMED LATER

1) In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Amount in respect of (i) Earnest Money & (ii) Price of Technical & Financial Bid documents and other annexures (Cost of Tender Paper) must be deposited separately for separate work in form of Demand Draft/NEFT in favour of Pradhan, Dharmada Gram Panchayat, 1217010101551, PUNB0121720, Punjab National Bank, Dharmada Branch Necessary cost of e processing charge of tender and 2% Earnest Money of tender amount should be deposited through the Demand Draft / NEFT and copy of separate deposit slips should be documented through e-filling.

2. All documents in the bid are to be submitted concurrently and duly digitally signed on the website www.wbtenders.gov.in

3. Tender documents may be downloaded from the website and submission of all the documents will be done as per the schedule stated in SI. No. 27.

4. Bidders are requested to submit their rates for completion of work within the time allowed in the specified format given in the BOQ. Rate must be inclusive of all taxes and other incidental charges for completion of the above work; otherwise, the quotation will be rejected. The rate should be mentioned in both figures and words. A consolidated amount for the whole work will be considered for the selection of the agency.

5. The FINANCIAL OFFER of the prospective tender will be considered only if the documents attached with the technical bid of the tender are found qualified by the "Tender Evaluation Committee". If any Technical bid fails to fulfill the criteria of the tender, then the corresponding Financial Bid will be rejected. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of qualified bidders will be notified later.

6. Technical Bid: Bidder should submit a self-attested photocopy of the following documents and proof of submission of EMD in Technical Bid envelop –

a. PAN Card, Up-to-date Professional Tax Challan, Up-to-date Income Tax Return, GST Registration Certificate, and up to date return.

During scrutiny of Technical Bid / Tender documents, if it is found that any information is incorrect, the Technical Bid / Tender documents will be rejected without assigning any reasons thereof. The Tender Committee will have sole discretion to decide the eligibility of the bidder based on his submitted documents and reserves the right to refuse without any explanation to the bidder and the decision of the authority concerned will be final in this respect. All papers will be verified with original papers as and when required.

b. Current Renewed Trade Licence.

c. Credential for doing similar work –

The intending bidders must have a record of at least one successful completion of any type of Building Construction or Similar Type of work having at least 40% value of this contract within the last 5 years from the date of publication of the notice. Such type of work must be executed under the authority of State / Central Govt., State / Central Govt. undertaking, Statutory Bodies constituted under the Statute of State / Central Govt. only. The completion certificate consisting of the signature of the Assistant Engineer or Higher rank, along with the payment certificate and work order issued by the competent authority will be treated as a credential in this project.

d. Registered Partnership Deed in case of partnership firm has to be submitted. The company shall furnish the article of Association and memorandum. Where a person holds a digital certificate in his name duly issued to him against the company or the firm of which he happens to be a Director or Partner, such person shall, where uploading any tender for behalf of a company or firm, invariably upload a copy of registered Power of Attorney showing clear authorization in his favor, by the rest of the Director of such company or the partners of such firm to upload such tender.

e. The Audit Report of the last 03 (Three) financial years duly certified & Signed by CA should be furnished.

f. All relevant credential certificates along with work order / payment slip copies should be self-attested and notarized.

g. Earnest Money Deposit: Bidder has to deposit the requisite EMD through online net banking and NEFT / RTGS.

Necessary Earnest Money will have to be deposited by the bidder electronically: ONLINE – through his net banking enabled bank account, maintained at any bank or: OFFLINE – through any bank by generating NEFT / RTGS challan from the e-Tendering Portal. Intending Bidder will get the beneficiary details from e-Tendering Portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per Beneficiary Name & Account no., Amount, Beneficiary Bank Name & IFS Code no. and e-Proc Ref. no. The intending bidder who wants to transfer EMD through NEFT / RTGS must read the instruction of the challan generated from the e-Procurement site. Bidders are also advised to submit the EMD of their bid, at least 3 working days before the bid submission closing date as it requires time to process of payment of EMD.

Earnest Money Deposit will be forfeited in the following cases:

- i) The bidder withdraws tender after opening or acceptance.
- ii) The selected bidder fails to accept orders or refuse (wholly or partly).
- iii) The selected bidder fails to complete the work within the stipulated time as mentioned in the work order.

7. The intending bidders should know the fact that the rates in the BOQs (Bill of Quantities) are inclusive of all Duties, Taxes, Royalties, Toll Taxes, and other levies payable by the contractor under the contract to the State / Central Govt. for any other causes, shall be included in the rates, prices and total Bid Price submitted by the bidder. No separate claim under any circumstances will be allowed.

8. All materials used in the construction must be per the schedule of the works. Plan, estimate & specification will also be part of the contract. If it is observed any difference between the schedule and the material used on any occasion, that may cause less payment or cancelling the work order, or blacklisting the agency subject to the decision of the authority. Payment will be made based on the certificate and MB (i.e. Measurement Book) made by the concerned Engineer / Engineer-in-charge.

9. Time & cost over-run will not be permitted. In case of any work not being completed by the contractor within the stipulated timeframe, necessary penal measures, in the tune of deduction of an amount as decided by the authority concerned, will be imposed.

10. Necessary deduction towards Income Tax etc. will be made as per Govt. norms, and Security Deposit @ 10% (including 2% EMD) of the work value will be deducted from each progressive bill as the case maybe.

11. Contractors shall have to comply with the provisions of (A) the contract labour Regulation Abolition Act, 1917, (B) Apprentice Act 1961 & (C) Minimum wages Act, 1948 of the notification thereof or any laws related thereto and the rules made and order issued there under from time to time.

12. The intending bidders should furnish a list of works executed by them/him/her or similar nature during last 5 (Five) years as mentioned above with necessary certificates from the concerned Executive Engineer or

Engineer-in-charge or above of any Govt / Govt. undertaking regarding the satisfactory performance of such works to be submitted.

13. The contractor has to execute the work under the strict supervision of the Engineer / Engineer-in-charge.
14. All the related documents are to be produced IN ORIGINAL to this office as and when asked for.
15. No mobilization / secured advance will be allowed to the selected agency.
16. Running Payment for work will be made to the agency by Concerned Authority as per norms. Any bill (running account/final) payment of proposed executed work may be made to the agency as per available funds.
17. The successful bidder, hereinafter called the agency, will have to execute an agreement on a non-judicial stamp worth 100/- only.
18. Sub-allotment of work under any circumstances will not be permitted.
19. Escalation claimed by the agency will not be entertained by the authority.
20. The accepted rate will remain valid till the completion of work.
21. Bid from the joint venture is not allowed.
22. No material, Tools & Plants, etc. will be issued by the authority.
23. No preconditioned tender will be accepted.
24. In this tender, no arbitration is allowed.
25. Incomplete tender or tender received without the desired documents shall summarily be rejected, without making any further references/correspondence.
26. Authority reserves the right to accept or reject any / all tenders without assigning any reason whatsoever. The decision of the authority in this regard is final and binding.
27. All intending bidders are requested to visit the site at their expense and study the plan, and estimate along with the specifications which will be available at the office of the DEO, PBSSM, during working hours before submission of the tender paper.
28. Additional Performance Security @ 10% of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work, shall be obtained from the successful bidder if the accepted bid value is 80% or less than the estimated amount put to tender. If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of LoA or the time as approved by the Tender inviting Authority, his Earnest Money will be forfeited. If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Government shall be forfeited at any time during the pendency of the contract period as per relevant Clauses of the Contract. Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/altered by this Additional Performance Security.
29. The contractor has to arrange at his own cost to display a signboard at the site before starting the work indicating the following –

Name of the work:

Name of Contractor :

Estimated amount :

Source of Fund:

Date of commencement:

Time of completion:

INSTRUCTION TO THE BIDDER

The general guidance for e-Tendering:

Instructions/Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-tendering.

i) Registration of Contractor:

Any agency willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to www.wbtenders.gov.in. The agency is to click on the link for the e-Tendering site as given on the web portal.

ii) Digital Signature Certificate (DSC):

Each agency is required to obtain a class-II or Class-III Digital Structure Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of the requisite amount. Details are available at the website stated above. DSC is given as a USB e-Token.

iii) The agency can search and download N.I.T & Tender Documents(s) electronically from a computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

iv) Participation in more than one work:

A prospective bidder shall be allowed to participate in the capacity of an individual or as a partner of a firm. If found the bidder has applied severally in a single job all his applications will be rejected for that job.

v) Submission of Tenders:

Tenders are to be submitted online to the website stated above in one folder at a time for each work, one in Technical/Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded with a virus-scanned copy duly digitally Signed. The documents will get encrypted (transformed into non-readable formats).

Contractor should have to ensure the engagement of JOB CARD holders as unskilled workers for execution of awarded work/s and should furnish Annexure-VI & VII (to be provide from office of the undersigned to the successful bidder) vide Gazette notification No 1140 PRD-33011/1/2024-MGNREGA SEC and Memo No 1138(sec)-PRD-33011/1/2024-MGNREGA SEC.

I Technical Proposal:

Statuary cover containing the following documents:

Tender Form N.I.T (downloaded properly and uploaded the same digitally signed). Non-statuary Cover containing the following documents:

1. PAN Card.
2. Up-to-date Professional Tax Challan with Payment Certificate.
3. Income Tax Return of last 05 (Five) years.
4. GST Registration Certificate with the up-to-date return.
5. Current Renewed Trade License.
6. The Audit Report of the last 03 (three) financial years, duly certified by CA.
7. Completion Certificate along with payment certificate & work order of the respective work for the credential.
8. List of works as per clause 12 of Terms & conditions.

N.B : Failure to submit any of the above-mentioned documents as stated above will render the tender liable to be rejected for both statuary & non-statuary cover. All original documents will be verified physically during the opening of the tender.

THE ABOVE-STATED NON-STATUARY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWED MANNER

My Documents Format

SI No.	Category Name	Sub Category Description	Details	Remarks
A	CERTIFICATES	CERTIFICATES	1. Income Tax Return of last 5 years. 2. Up-to-date Professional Tax Challan with Payment Certificate. 3. Current Renewed Trade license 4. GST registration certificate with the up-to-date return 5. PAN CARD 6. Audit Report of last 3 years duly certified by CA.	

			7. Partnership Deed and Power of Attorney (if any) 8. Proof of EMD submission 8.List of work as per clause 12	
B	CREDENTIAL	CREDENTIAL 1	The Bonafide contractor Having sufficient experience in execution of Similiar Type work value not less then 60% of work in a single contract within last 3 years.	

Click the checkboxes beside the necessary documents in the My document list and then click the tab “Submit Non- Statutory Documents” to send the selected documents to the Non-statutory folder.

Next click the tab “Click to Encrypt and Upload” and then click the “Technical/ Financial” Folder to upload the Technical/Financial Documents.

ii. Tender Evaluation Committee (TEC)

1. Evaluation Committee constituted as per Order of DM, will function as Evaluation Committee for selection of technically qualified bidder.

2. Intending tenders may remain present if they so desire.

3. Cover (folder) for Technical Proposal will be opened first and if found in order, cover (folder) for Financial Proposal will be opened. If there is any deficiency in the Technical Documents the tender will summarily be rejected.

4. Decrypted (transformed into readable formats) documents of the non-statuary cover will be downloaded & handed over to the Tender Evaluation Committee.

5. A summary list of technically qualified tenderers will be notified later.

6. During the evaluation the committee may summon the tenderizers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame; their proposal will be liable for rejection.

7. Only downloaded copies of the above documents are to be uploaded virus-scanned & Digitally Signed by the contractor.

The financial capacity of a bidder will be judged based on information furnished in section-B

8. Penalty for suppression/distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the “Tender Evaluation Committee” within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of the false document by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

9. Rejection of Bid:

The employer reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any period to the award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for employers’ action.

10. Award of contract:

The bidder whose bid has been accepted will be notified by the Tender Inviting and Accepting Authority through an Acceptance Letter or Letter of Acceptance.

The notification of the award will constitute the formation of the contract.

II. Financial Proposal:

Opening of Financial Proposal:

- The list of eligible candidates will be uploaded after the technical verification of bids. Financial bids will be opened any time after 48 hours of uploading the list of eligible bidders in the e-tender portal. Bidders are eligible to make complain if any within the said period by sending mail toNo complaint will be entertained after the opening of the financial bid.
- The Financial Proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The Agency is to quote the rate (presenting Above / Below / At per) online through a computer in the space mark for quoting rate in the BOQ.

**Pradhan
Dharmada Gram Panchayat**

Memo No: 135/DP/2025

Date: 07/03/2025

Copy forwarded for information to:-

- 1.The AEO, Nadia Zilla Parishad Krishnanagar Nadia
- 2.The S.D.O,Sadar Sub. Division Krishnanagar, Nadia
- 3.DP & RDO,Nadia, Krishnanagar, Nadia
- 4.The Block Development Officer, Nakashipara Dev Block, Bethuadahari ,Nadia.
- 5.The Post Master, Dharmada Sub Post Office, Dharmada, Nadia
- 6.The Prodhan, Muragachha Gram Panchayat, Nadia.
- 7.The Prodhan, Nakashipara Gram Panchatyat, Nadia.
- 8.Office Notice Board.

**Pradhan
Dharmada Gram Panchayat**